



CITY OF MIDDLETOWN
Office of the General Counsel
HUMAN RESOURCES DIVISION
245 deKoven Drive
Middletown, CT. 06457
860-638-4940
www.middletownCT.gov



CONNECTICUT CERTIFIED POLICE OFFICER
APPLICATION FOR EMPLOYMENT & EXAMINATION

Please Type or Print in Ink – You must complete all sections of this form. Incomplete applications may be rejected.

Name: _____
Last First Middle

Home Address: _____
Street No., Apt. City State Zip

Area Code/Telephone – Home: _____ **Cell #:** _____

Email Address: _____

Are you a United States Citizen? Yes _____ No _____
(Proof of citizenship shall be required upon appointment)

Do you have a valid Connecticut Motor Vehicle Operator's License? Yes _____ No _____
Operator No. _____

Are you able to speak, read and write the English language? Yes _____ No _____

NOTICE: Public Act No. 02-136 – Disclosure: An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased; Criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, adjudication as a youthful offender, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and, That any person whose criminal records have been erased shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may swear under oath.

Have you ever been convicted under federal or state law of any felony; or, any Class A or Class B misdemeanor; or, of any misdemeanor crime involving domestic violence; or, of any act which would constitute perjury or false statement? No _____ Yes _____ (If Yes, Explain below)

The City of Middletown is an Affirmative Action/Equal Opportunity Employer

EDUCATION:

Have you graduated from High School or passed the General Educational Development Test (GED)?

Yes _____

No _____

	Name of School & Location	Dates Attended From____ To____	Did You Graduate?	Degree Received Specialization/Major
College or Technical School				
College or Graduate School				
Military or Other Training				

VETERAN'S PREFERENCE:

Veterans who served in time of war as defined in the General Statutes Sec. 27-103 (2), or their wives or their widows until remarriage, who earn a passing grade shall have, if claimed, a credit of five (5) points added to the final earned rating. A credit of ten (10) points shall be added to the final earned rating of any such veteran who is eligible for disability compensation or pension from the United States through the Veterans Administration.

Do you claim War Veteran's Preference? (5 points) Yes _____ No _____

If yes, check one of the following:

- 1) As a war veteran _____
- 2) As a spouse of a war veteran not gainfully employed due to disability _____
- 3) As the surviving spouse of a war veteran _____

Do you claim Disabled Veteran's Preference? (Additional 5 points) Yes _____ No _____

If yes, check one of the following:

- 1) As a Disabled veteran _____
- 2) As a spouse of a disabled veteran not gainfully employed due to disability _____
- 3) As the surviving spouse of a disabled veteran _____

IMPORTANT: Proof of right to Veteran's Preference (DD214) must be submitted with application.

Eligible applicants interested in applying for lateral transfer to the Middletown Police Department must be a certified police officer in the State of Connecticut and must have served a minimum of 2 years as a full time sworn police officer in a Connecticut Municipality or the Connecticut State Police.

Are you now, a State of Connecticut certified Police Officer seeking a lateral transfer?

No _____ Yes _____

If Yes, Date of Certification: _____

Copy of P.O.S.T.C. Certification Card MUST be attached to this application.

ADDITIONAL SKILLS AND TRAINING:

Please list any additional skills, training, licenses, certifications, foreign languages spoken, etc.

EMPLOYMENT HISTORY

Start with your present or most recent job, listing all employers. Please include military service, if applicable. You may use additional sheets of plain paper and attach to your application, if needed, to provide other relevant employment information. You must complete each section, as requested. You may submit a resume, but not in place of completing this information.

Name of Employer: _____ Phone: _____

Address: _____
Street City State Zip Code

Job Title: _____ Name of Supervisor: _____

Employed From: _____ To: _____ Full Time: _____ Part Time: _____

Reason for Leaving: _____ Salary: _____

Description of Duties (include any machines operated, training, computer use, etc.)

Name of Employer: _____ Phone: _____

Address: _____
Street City State Zip Code

Job Title: _____ Name of Supervisor: _____

Employed From: _____ To: _____ Full Time: _____ Part Time: _____

Reason for Leaving: _____ Salary: _____

Description of Duties (include any machines operated, training, computer use, etc.)

Name of Employer: _____ Phone: _____

Address: _____
Street City State Zip Code

Job Title: _____ Name of Supervisor: _____

Employed From: _____ **To:** _____ **Full Time:** _____ **Part Time:** _____

Reason for Leaving: _____ **Salary:** _____

Description of Duties (include any machines operated, training, computer use, etc.)

The hiring process for Police Officer shall include an application, written examination, oral examination, physical ability assessment, psychological evaluation, fingerprinting, background investigation, oral interview and post-offer physical examination which may include drug screening. Failure to pass any facet of this process may result in disqualification or the withdrawal of any offer of employment.

Applications submitted for employment may be public records. The City of Middletown cannot assume responsibility for the confidentiality of information provided on an employment application.

I have read the above statements and understand them.

Signature: _____

Date: _____

I certify, under Middletown Ordinance S 74-2 (formerly Section 20-29), which is available upon request, that I have read this application and supporting information and that all information provided is true, correct, complete and not misleading to the best of my knowledge and belief. I understand that the city will rely upon this information in considering my application for employment and that if I knowingly make misstatements or omissions of facts I am subject to disqualification, dismissal from employment, or prosecution for false statement under the General Statutes; and, that the city, or its insurance company, or other party by or on behalf of the City will not be responsible for any loss resulting from incorrect or incomplete information in the application or supporting material. I give consent for you to check with all persons and companies cited on the employment application, except my present employer if so noted, and release them from all liability for damage for providing the information.

I have read the above statements and understand them.

Signature: _____

Date: _____

In order to assist us with future recruitment efforts, please let us know how did you learn about this position?
Check any that apply.

Posting, public bulletin board _____

Posting, community agency or social organization (name) _____

Posting, School or College (name) _____

City of Middletown Website _____

Police Certification.com Website _____

Middletown Police Department _____

Friend or relative _____

Other (specify) _____

EQUAL EMPLOYMENT OPPORTUNITY

VOLUNTARY COMPLIANCE INFORMATION:

The following information is needed in order to meet the Federal and State reporting requirements and for Equal Employment Opportunity reports. It is also used to evaluate the effectiveness of our recruiting and testing procedures. This information will not be used in the selection process. It is kept separate from your application and is not seen by anyone making the hiring decision.

Your Name: _____

Sex (please check one) ☐ Male ☐ Female

Race or Ethnic Group (describe yourself in terms of one of the following groups):

- | | |
|--|--|
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> American Native or Alaskan Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Two or More Races (<i>persons who identify with two or more racial categories listed above</i>) | |

Military Veteran Status:

- ☐ Veteran of the United States Armed Forces
- ☐ Disabled Veteran of the United States Armed Forces